



CITY OF CAYCE

MAYOR
ELISE PARTIN

MAYOR PRO-TEM
JAMES E. JENKINS

COUNCIL MEMBERS
TARA S. ALMOND
EVA CORLEY
TIMOTHY M. JAMES

CITY MANAGER
REBECCA V. RHODES

ASSISTANT CITY MANAGER
SHAUN M. GREENWOOD

**City of Cayce
Regular Council Meeting
Tuesday, April 2, 2013
6:00 p.m. – Council Chambers - 1800 12th Street
www.cityofcayce-sc.gov**

I. Call to Order

- A. Invocation and Pledge of Allegiance
- B. Approval of Minutes
March 5, 2013 Regular Meeting
March 11, 2013 Special Council Meeting

II. Resolutions

- A. Approval of Reimbursement Resolution

III. Public Comment regarding Items on the Agenda

IV. Ordinances

- A. Approval of Ordinance Approving the Cayce Minor Home Repair Program-
Second Reading
- B. Approval of Ordinance Amending the Refuse Ordinance – Second
Reading
- C. Approval of Ordinance Amending City Code Section 34-3 Concerning
Franchise for Private Waste Service – Second Reading

V. Other

- A. Discussion of Proposed FY13-14 Utility Budget

VI. City Manager's Report

VII. Committee Matters

- A. Approval to Enter the following approved Committee Minutes into the

City's Official Record
Cayce Events Committee – January 10, 2013
Cayce Historical Museum Commission – February 5, 2013
Planning Commission – February 25, 2013
Board of Zoning Appeals – February 25, 2013

- B. Appointments and Reappointments
Beautification Foundation – One Position
Cayce Historical Museum Commission – One Position

VIII. Executive Session

- A. Discussion of negotiations incident to proposed contractual arrangements for public relations services
- B. Receipt of legal advice relating to claims and potential claims by the City and other matters covered by the attorney-client privilege
- C. Discussion of negotiations for possible City Hall property
- D. Continued discussion of City Manager's evaluation

IX. Possible Actions by Council in follow up to Executive Session

SPECIAL NOTE: Upon request, the City of Cayce will provide this document in whatever form necessary for the physically challenged or impaired.



CITY OF CAYCE

ITEM I. B.

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CITY OF CAYCE Regular Council Meeting March 5, 2013

The Regular March Council Meeting was held this evening at 6 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Eva Corley, Tim James, James Jenkins, City Manager Rebecca Rhodes, Assistant City Manager Shaun Greenwood, Mendy Corder, Municipal Clerk and Garry Huddle, Municipal Treasurer. Blake Bridwell, Director of Utilities, Public Safety Director, Charles McNair and City Attorney, Danny Crowe were also in attendance. Mayor Partin asked if members of the press and the public were duly notified of the meeting in accordance with the FOIA. Ms. Corder confirmed they were.

Mayor Partin called the meeting to order. Council Member Jenkins gave the invocation and the assembly recited the Pledge of Allegiance.

Approval of Minutes

Council Member James made a motion to approve the minutes of the February 5, 2013 Regular Meeting and the February 20, 2013 Special Council Meeting as submitted. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote. Mayor Partin stated that Council missed one of the items that was on the possible actions after the Executive Session at the February 20, 2013 Special Council meeting so it will be placed on a future agenda.

Presentations

A. Presentation of Whole Sole Awards

Mayor Partin presented the Whole Sole Award to Ms. Cresta Lee, Sgt. Paul Dufault and Sgt. Robert Marzol for all of their hard work and long hours to make the Cayce Animal Adoption Center a reality.

B. Presentation of Award by American Engineering Consultants, Inc.

Mr. Bill Bingham stated American Engineering Consultants, Inc. recently won several prestigious awards that affect the City of Cayce. They won both the award for engineering excellence in the water and wastewater category which is statewide and they also won the Palmetto Award. This award demonstrates that the City of Cayce Regional Wastewater Treatment Plant was the top engineering project in the state. As the winner of the Palmetto Award they moved on to a national competition where they won Honorable Mention. Mr. Bingham stated they came in runner-up in their category

at the American Academy of Environmental Engineers and Scientists which means they will be one of eighteen projects recognized nationally in Washington, DC at the April Awards Ceremony. Mr. Bill Bingham and Mr. Kenny Bingham presented Mayor and Council with a copy of both awards and thanked them for having faith in them to do an excellent job with the new 25.0 MGD City of Cayce Regional WWTP.

C. Presentation by Ms. Lisa Charnock re Utility Services

Ms. Charnock did not attend the meeting.

D. Approval of Proclamation – March for Meals Month

Council Member Almond made a motion to approve the Proclamation for March for Meals Month. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

E. Approval of Proclamation – Multiple Sclerosis Awareness Week

Council Member Jenkins made a motion to approve the Proclamation for Multiple Sclerosis Awareness Week. Council Member James seconded the motion which was unanimously approved by roll call vote.

F. Presentation of the Comprehensive Plan Annual Review

City Manager Rhodes advised Council that the Comprehensive Plan Annual Review is done every year to look at the elements and goals to make sure progress is being made. She stated the annexation aspect of the plan will be discussed in detail at the March Special Council meeting. In reference to the City's annexation plan, it is important to ensure that future residents are not angered, that the City grows at a pace that staff can keep up with and to make sure to annex property legally. Ms. Rhodes advised Council that the CMRTA has created a Pilot route from Cayce to the County Health Clinic in Lexington which starts April 1, 2013.

Ms. Rhodes stated there is money in this year's budget for the City to work with the CMCOG to update the City's Land Development Regulations. Sustainable Carolina has offered interns who are currently working on some things the City can do to become a more sustainable community. Staff plans to request funds in the budget for demolition of dilapidated buildings. Council Member James inquired if funding is made available for this could it also be used to clean lots. Ms. Rhodes stated the City could either hire a landscaping company to clean the lots or the City's Parks crew could handle it.

Ms. Rhodes stated the City currently meets all the requirements to become a Tree City and Ms. Yates is working on applying for recertification. Staff is accepting

RFQ's for a Public Relations Firm which will help with all the marketing elements that are needed for the Plan.

The City has received grant funding for water line repair on Lexington Avenue and just completed an emergency repair of a sewer line on State Street. The grants are only \$150,000 which does not go very far in improving the lines. Ms. Rhodes stated the City needs a long term financial plan for improving all City water and sewer lines. Council Member Jenkins asked if the City ran a camera down the lines on State Street to see what other lines need to be replaced. Ms. Rhodes answered that the City has a small camera system which is not suitable for big projects and does not have staff to handle such a large project. She stated the line does need to be replaced and the City has applied for CDBG funds for that. Council Member James asked how many blocks the project entailed. Mr. Bridwell stated that the project that was just finished was from Lyles Street to N Avenue. Funding has been applied for to replace lines from Lyles Street to the Quarry.

Ms. Rhodes advised that once the new City Hall building is built some Public Safety departments and the Municipal Court system will use the current City Hall building once it is renovated. Phase III of the Riverwalk Park is basically finished and is now waiting on call boxes and lighting to be installed. Phase IV is a larger phase and the cost is approximately \$750,000.

Mayor Partin stated she and Ms. Yates touched base with the local school districts about the Safe Routes to School Program which would provide sidewalks around the school. She advised City staff needs to follow up with the schools to make sure they have applied for assessment so they will be eligible when funding is available.

G. Presentation of the Priority Investment Schedule

Mr. Greenwood explained that the Priority Investment Schedule is part of the Comprehensive Plan and is a list of priorities that Council adopted when the Comprehensive Plan was adopted. He stated any item on the investment schedule that has not been funded will automatically move to the next year. He explained the schedule only goes through 2014 and at that time the whole plan will have to be revised and staff will have to get a new priority investment schedule from Council.

Mr. Greenwood advised that the Williams Place project was finished in 2012. The funding applied for the waterline replacement project totals \$328,917 for 2013. He explained with the current grant from SCDOT the State Street Enhancement Project is running out of areas that has sidewalks that can also handle lighting and landscaping. The SCDOT will not give enhancement funding to projects that are sidewalks only. There is not enough right-of-way on the rest of State Street to support this stipulation. Mayor Partin asked if the City should see if the landowners might be interested in giving

up their right-of-way if it would beautify their property. Mr. Greenwood stated staff could look into this and see if it is a viable option.

Mr. Greenwood stated Priorities 3 through 6 are all sidewalk only projects that were supposed to be funded with DOT grants so these priorities cannot be addressed at this point. Council Member Jenkins stated the Julius Felder Street project has been on the list for years and should either be addressed or taken off the list. Ms. Rhodes stated if Council would like to look into funding sidewalks through the General Fund than staff can research the cost of sidewalks per linear foot. She said she would add sidewalks to her requests that she makes to Council during the budget process. Mayor Partin asked staff to contact the CMCOG to see if there are funds leftover that the City can use for projects.

Council Member Jenkins commented that Julius Felder Street is becoming a through street for people traveling to Concord Park and stated he has let Chief McNair know about this. Ms. Rhodes stated that in the future the City is going to have to find funding sources for these types of projects and set aside money for them.

Public Comment Regarding Items on the Agenda

No public comment was given.

Ordinances and Resolutions

- A. Approval of Ordinance Approving the Cayce Minor Home Repair Program – First Reading

Mr. Greenwood stated there were funds leftover from a HUD grant and staff has been researching the best use of these funds. Staff believes that a Minor Home Repair Program will provide the most beneficial and direct impact on the community. The use of this money is restricted to programs that benefit low to moderate income families or individuals. It was decided the most effective way to administer the program is to limit the availability to elderly and disabled applicants. He explained that if the maximum grant amount is capped at \$5,000 the City will be able to assist a minimum of 13 homes in the City. The program will be first come, first serve.

Council Member Jenkins asked how the elderly would be made aware of this program. Ms. Rhodes explained that this information will be forwarded to the Neighborhood Leaders and Cayce Pastors. Council Member Jenkins made a motion to approve the Ordinance on first reading. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

- B. Approval of Ordinance Amending the Refuse Ordinance – Second Reading

Mayor Partin explained the amendment to the Ordinance came about from the Neighborhood Leader's meeting the Mayor holds every month. Neighborhood Leaders voiced concern regarding people scavenging in refuse containers throughout the City. Currently, the Ordinance addresses the issue for recyclable containers but does not include language for refuse containers.

This amendment specifically prohibits anyone from disturbing any container established for refuse or recyclables and will affect both commercial and residential containers. Additional language has been included to protect property owners who are "scavenging" in containers on their own property as well as contractors who have been privately contracted by property owners to dispose of solid waste. Council Member Almond made a motion to approve the Ordinance on first reading. Council Member James seconded the motion which was unanimously approved by roll call vote.

C. Approval of Ordinance Amending City Code Section 34-3 Concerning Franchise for Private Waste Service – First Reading

Council Member James made a motion to approve the Ordinance amending section 34-3. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote. Council Member James pointed out a typo in the Ordinance. Ms. Rhodes stated it would be corrected for the second reading.

City Manager's Report

Ms. Rhodes informed Council that City staff has applied for the Municipal Association's Achievement Award for the WWTP and should hear something soon. She stated the City website will be sent to Council the week of March 20th for their review and it should be ready to go live the first of April. The RFQ's for PR Services are due March 28th. Ms. Rhodes stated the Council Work Session is March 11, 2013 at Cayce Tennis and Fitness Center. The rollout date for the Prescription Discount Program is March 24, 2013.

Ms. Rhodes stated the Planning Commission decided to hold a Public Hearing regarding amending the Cell Tower Ordinance to receive feedback from the public before the Commission decides which direction to have staff go in amending the Ordinance. The CMRTA pilot route starts April 1st and will have pick-up points at Knox Abbott Drive at State Street and 12th Street at Poplar Street. Council Member Jenkins asked that staff make sure the residents know they can ride this route even if they are not going to the health clinic.

Committee Matters

- A. Approval to Enter the following approved Committee Minutes into the City's Official Record
 - Zoning Board of Appeals – December 17, 2012
 - Museum Commission – January 8, 2013
 - Beautification Board – January 8, 2013
 - Planning Commission – January 28, 2013

Council Member Almond made a motion to approve entering the above approved Committee Minutes into the City's official record. Council Member James seconded the motion which was unanimously approved by roll call vote. Ms. Rhodes stated she attended the Museum Commission's March meeting and updated them on a number of projects the City is currently working on.

- B. Appointments and Reappointments
 - Board of Zoning Appeals – One Position
 - Beautification Board – One Position

Council Member Jenkins made a motion to re-appoint Mr. Robert McArver to the Board of Zoning Appeals and appoint Ms. Katie Fonte to the Beautification Board. Council Member James seconded the motion which was unanimously approved by roll call vote. Mayor Partin asked staff to see if the Public Safety Foundation has any recommendations of potential members for the Foundation for Council approval.

Executive Session

- A. Receipt of legal advice relating to claims and potential claims by the City and other matters covered by the attorney-client privilege
- B. Discussion of negotiations concerning proposed contractual arrangements as it relates to the 12,000 Year History Park

Council Member Jenkins made a motion to move into Executive Session to discuss the matters above. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

After the Executive Session was concluded, Council Member James made a motion to reconvene the Regular meeting. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote. Mayor Partin announced that

no vote was taken in Executive Session other than to adjourn and resume the Regular meeting.

Possible Actions by Council in follow up to Executive Session

No action by Council was taken in follow up to Executive Session.

There being no further business, Council Member Corley made a motion to adjourn the meeting. Council Member James seconded the motion which was unanimously approved by roll call vote. The meeting adjourned at 6:25 p.m.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk



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City of Cayce Special Council Meeting March 11, 2013

A Special Council Meeting was held this afternoon at 5:00 p.m. at the Cayce Tennis and Fitness Center. Those present included Mayor Elise Partin, Council Members Tara Almond, Eva Corley, Tim James, James Jenkins, City Manager Rebecca Rhodes, Assistant City Manager Shaun Greenwood, Municipal Clerk, Mendy Corder, Public Safety Director Charles McNair, Special Projects Coordinator Teddy Luckadoo and City Attorney, Danny Crowe

Call to Order

Mayor Partin called the meeting to order and Council Member Jenkins gave the invocation and the assembly recited the Pledge of Allegiance.

Other

A. Discussion of Council Priorities and City Opportunities

Ms. Rhodes asked each Council Member for their top three priorities for the City so she would have a clear direction for staff.

- Mayor Partin - transparency, to be responsive, and proactive. She stated she feels the City has made great strides in all three under current staff.
- Council Member Corley – upgrade water and sewer infrastructure, upgrade stormwater drainage, and economic development.
- Council Member James - city revitalization, economic development, and better support for employees (financial, training, etc.).
- Council Member Jenkins – acquiring more revenue (address hospitality tax), hiring a lobbyist, salary for the Museum Director, temporary help needed at the Museum and the Museum needs African American history.
- Council Member Almond – New City Hall, water and sewer line improvements, stormwater drainage improvements.

Ms. Rhodes stated the City paid American Engineering to do a Capital Improvement Plan a few years ago and the total cost for water and sewer line improvements was \$10.4 million dollars. Stormwater improvements costs would be approximately 5? million dollars. Ms. Rhodes explained that if Council would like to start tackling the utility infrastructure projects then the City would need to apply for SFL loan funds or a revenue bond. She stated utility rates would have to be raised to pay

back the money or an area in the City could be designated a Municipal Improvement District and every resident in that area would pay more in taxes to cover the cost of the loan. Ms. Rhodes stated she would research ways to fund utility infrastructure and bring those options back to Council.

Council then listed their top three challenges to the City's success:

- Mayor Partin– lack of revenue, economic development and telling our story. She feels that no one outside of the City's residents has any idea what a great City Cayce is.
- Council Member Corley – lack of funding, economic development, more public relations needed
- Council Member James – public relations needed to educate the community, they need to hear both the good and bad news. Once the community is educated and understand all the issues they are more likely to be on board with projects. He suggested staff and Council could speak at committee meetings, the neighborhood leader's meeting, crime watch group meetings, churches, and the American Legion Hut to educate the local community.
- Council Member Jenkins – communicate more with customers and residents
- Council Member Almond – lack of funding, economic development, public relations and communications

Mr. Crowe suggested training Council on a 12 minute talk/Power Point they could present at community meetings to educate the public on current issues and projects in the City. He also suggested having inserts in water bills to get messages out to the residents.

Ms. Rhodes stated the RFQ's for PR firm are due soon. She stated the City needs a PR Firm that can get information out every week to the community. Mr. Greenwood stated there are other issues the City can work on to help with economic development. For example, not allowing Sunday alcohol sales hurts the City since most big chain restaurants will not locate in a City that does not allow Sunday sales.

Council's list of top three opportunities that the City of Cayce has over others:

- Council Member Jenkins – location, annexations
- Mayor Partin – location (close to the river, the Riverwalk, close to the Airport and downtown), culture/history (12,000 Year History Park), residents (great people who care about the City and are invested)
- Council Member Corley – annexations (accruing land) , location/history, motivated and cohesive Council & staff
- Council Member James – community, location, an aligned Council and staff

- Council Member Almond – affordability (affordable place to live), location, history

B. Discussion of Hospitality Tax and the Capital Penny Sales Tax

Ms. Rhodes stated in order for the City to fund large projects but also keep our utility rates and taxes the same Council needs to look into either a hospitality tax or the County's capital penny sales tax. She explained a hospitality tax is a City wide tax on prepared foods that can be used for tourism related capital and operational expenses. A 2% Hospitality tax would bring the City approximately \$669,744 per year.

Ms. Rhodes stated the Hospitality tax funds could be used for the operation and maintenance costs for the Cayce Museum which would take pressure off of the General Fund. The funds could also be used for operation and maintenance of the Cayce Riverwalk and Public safety's direct costs resulting from facilities and events.

Ms. Rhodes stated other Hospitality Tax projects could be all City festivals and events, streetscaping, intersection improvements, city signage, city parks, public relation costs, the construction and maintenance of the 12,000 Year History park and the cost of the City Sesquicentennial party and events.

Ms. Rhodes explained that the Capital Penny Sales Tax is a County wide sales tax on all goods except food items that can be used for capital projects throughout the entire County. A 1% Capital Penny Sales Tax will bring Lexington County approximately \$30 million per year to be split into projects throughout the County. A Committee would be formed to decide on these projects. The Committee would consist of six members; three members from Lexington County, one member from the Town of Lexington and the other 2 members will be appointed by the four that are already appointed. This committee comes up with the projects that then go to Lexington County Council for approval.

Ms. Rhodes stated the Capital Penny Sales Tax funds could be used for water and sewer line replacements in the older part of the City, stormwater lines and improvements, Public Safety Sub Stations, the City Administration building and streetscaping projects.

After discussion, it was decided to set-up a meeting with Ms. Rhodes, Mayor Partin and Mayor Pro-tem Jenkins and West Columbia's Mayor and Mayor Pro-tem to discuss future projects that would benefit both municipalities.

It was decided that staff and Council need to start working on educating the community about the Hospitality Tax and what can be accomplished with these funds. Mr. Luckadoo will work on a PowerPoint presentation that staff and Council can present

at meetings. Ms. Rhodes will work on creating a list of projects that the funds can be used for so the residents will know what can be accomplished with these monies. Council Member James suggested talking to the restaurant owners and getting their opinion on having a Hospitality Tax. Ms. Rhodes stated the first meeting would be with the restaurant owners to gauge their interest and hear their concerns. After discussion, it was decided the first vote for the Hospitality Tax will take place at the September 2013 Council Meeting.

C. Discussion of City Hall Options

Ms. Rhodes stated the three options for a New City Hall are the Brickworks Property, the two properties in front of the current City Hall and the old Western Sizzlin' property on Knox Abbott Drive. Council decided they would like staff to focus on the Brickworks Property location. Ms. Rhodes stated the pros of this property are the location and visibility, TIF funds can be used for the project, locating City Hall there could spark development at the Brickworks and it could be the beginning of a new Downtown Cayce. The cons to this location are the price of the property and the fact that it is valuable commercial property where another business could locate.

Ms. Rhodes explained that the City does have some room for negotiation which could affect the overall price associated with this property. There are some incentives that are available when selling property to a municipality. The City could assume responsibility for certain aspects of the infrastructure, the property owner could gain possible tax write offs, and the City could remove the claw back requirements established in the TIF agreement.

Ms. Rhodes discussed the financing options for a New City Hall. There are several different funding options. The cost of a new building can be split between the General Fund the Utility Fund and TIF Funds. The TIF District runs out in 2017 and if those monies are not spent then it has to be given back to the tax payers. Currently there is approximately 1.2 million dollars in the TIF account and as more development occurs in the TIF District more money comes into the TIF account.

Mr. Rhodes explained the different ways to get a New City Hall built. The property owner can lease the site to the City. Another option is an Installment Purchase. A nonprofit LLC would have to be created. The non-profit would then borrow the money to build the facility. The City would be required to make yearly installment payments. Essentially, the City would be purchasing a portion of the building each year. This option is preferable because it does not overburden the City's debt capacity limit.

Council Member James voiced concern over using all the TIF Funds for the City Hall. Ms. Rhodes explained that the entire project would not be funded with just TIF Funds and funds will be available for economic development projects.

After discussion, Ms. Rhodes stated that Council needed to approve a Reimbursement Resolution at the next Regular Council Meeting and authorize the City Manager to negotiate with the property owner. Once the property is under contract, staff will need to put out an RFQ for an architect to design the new building so that the true cost of the building could be determined. Staff cannot truly move forward with funding options until the cost is determined.

D. Discussion of the Five Year Plan for the Cayce Fire Department

Ms. Rhodes stated the City of Cayce currently has a Pure Public Safety Model. Every officer is trained in fire as well as police. Currently, when the fire fighters arrive at a fire, they have to wait for other Public Safety Officers to arrive before they can start actively fighting the fire. The City has a two-in two-out policy.

A Five Year Plan was discussed which included adding three new fire personnel each year for four years. Council Member James voiced his concern for the officer's safety with the Public Safety model. He stated he felt it was best to add twelve new personnel all at once rather than in increments.

After discussing various finance options, Ms. Rhodes stated the sanitation fee could be increased to take pressure off the General Fund so new firefighters could be funded. She stated mills could be raised each year as well to fund new personnel in the Fire Department. She explained that twelve new fire fighters have been in each of the last three budgets but have been cut each year. If Council decides to make this a top priority, staff will do everything they can to find a way to fund new fire personnel.

After additional discussion, it was decided to add twelve new firefighter personnel to Public Safety's budget.

E. Discussion of Annexation Agreements in Reference to City Utility Services

Mr. Crowe stated prior Council's policy was to not force anyone to become a resident of the City even though the City's ordinance states "as a condition for the provision of water and sewer service to property outside the city limits, the property owner shall execute an agreement to petition the city for annexation of the property when it is or becomes contiguous to city limits."

Ms. Rhodes stated most municipalities currently require the owner of the property to sign an annexation agreement when requesting utility services. The annexation agreements require restrictive covenants recorded at the office of the Register of Conveyance. She asked Council what they would like to do regarding the City's Annexation policy. Council Member James asked staff to research how many existing customers are surrounded by the City limits but have not been annexed in (donut hole customers).

After discussion, it was decided Mr. Crowe would draft an amendment to the City's ordinance to bring it in line with recent court decisions. Mr. Luckadoo will research the number of existing customers and report back to Council his findings so that council can decide on their next step in the Annexation process.

Adjourn

There being no further business, Council Member James made a motion to adjourn the meeting. Council Member Corley seconded the motion which was unanimously approved by roll call vote. The meeting adjourned at 8:15 p.m.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk

Memorandum

To: Mayor and Council
From: Rebecca V. Rhodes, City Manager
Date: March 27, 2013
Subject: Approval of a Reimbursement Resolution

Issue

Council Approval is needed for a Resolution allowing the City to reimburse itself with money resulting from the bond process. This money can be utilized for any expenses incurred during the planning and development of a New City Hall.

Background/Discussion

The planning process for a City Hall building may require the City to contract out for certain types of professional services. Specifically, engineering, architectural and legal services are services that are typically used. The City can be reimbursed for these expenses through the proceeds from whichever source of debt we may incur to actually develop the City Hall building. The proposed Resolution allows the City to do this.

Recommendation:

Staff recommends approval of the Reimbursement Resolution.

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| <p>STATE OF SOUTH CAROLINA</p> <p>COUNTY OF LEXINGTON</p> <p>CITY OF CAYCE</p> | <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> | <p>RESOLUTION</p> <p>Declaring the Intention of City Of Cayce,</p> <p>South Carolina to Reimburse Itself for</p> <p>Certain Expenditures with the Proceeds of</p> <p>Debt to be Incurred by City of Cayce,</p> <p>South Carolina</p> |
|---|--|--|

WHEREAS, the City of Cayce, South Carolina (the “*Issuer*” or the “*City*”) intends to provide for the engineering, design, acquisition, construction, rehabilitation and equipping of a new administration facility and the City’s existing administration complex, which includes the purchase of certain real property whereon the new administration facility shall be located, the costs of constructing and rehabilitating parking infrastructure associated with both facilities and any additional costs attendant to the development and redevelopment of the such facilities (collectively, the “*Project*”); and

WHEREAS, the Issuer, pending a review of available financing alternatives, intends to incur debt (the “*Obligations*”), which may be security by a variety of sources available to the City, for the purpose of providing funds to pay the costs of the Project and costs incurred in connection with the authorization, issuance and sale of the Obligations; and

WHEREAS, no funds from any sources other than the Obligations are, or are reasonably expected to be, reserved, allocated on a long-term basis or otherwise set aside by the Issuer pursuant to the budget or financial policies of the Issuer for the financing of its portion of the costs of the Project or any part thereof; and

WHEREAS, the estimated cost of the Project is expected to be an amount not exceeding \$6,000,000; and

WHEREAS, the Issuer has previously expended and reasonably expects to continue to expend its moneys for costs incurred to engineer, design, acquire, construct, rehabilitate and equip the Project as well as the issuance costs of the Obligations prior to the issuance of the Obligations; and

WHEREAS, the Issuer intends and reasonably expects to reimburse itself for all such expenditures paid by it with respect to the Project prior to the issuance of the Obligations from the proceeds of the Obligations and such intention is consistent with the budgetary and financial circumstances of the Issuer; and

WHEREAS, all of the costs to be paid or reimbursed from the proceeds of the Obligations will be for costs incurred in connection with the issuance of the Obligations or will, at the time of payment thereof, be properly chargeable to the capital account of the Project (or would be so chargeable with a proper election) under general federal income tax principles,

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the City of Cayce, the governing body of the Issuer, in Council duly assembled, as follows:

Section 1. It is hereby declared that the facts set forth in the preambles to this Resolution are in all respects true and correct.

Section 2. It is hereby declared that the Issuer intends and reasonably expects to reimburse itself with the proceeds of the Obligations for all expenditures related to the Project and the issuance of the Obligations paid prior to the issuance of the Obligations.

Section 3. This Resolution shall constitute a declaration of official intent under United States Department of the Treasury Regulation Section 1.150-2.

Section 4. The Project involves the engineering, design acquisition, construction, rehabilitation and equipping of the Project.

Section 5. The maximum principal amount of debt expected to be issued for the purpose of paying the costs of designing, engineering, acquiring, constructing, rehabilitating and equipping the Project and the issuance of the Obligations is not exceeding \$6,000,000.

ADOPTED this ____ day of April, 2013.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk

First Reading and adoption: April ____, 2013

Memorandum

To: Mayor and Council

From: Rebecca Rhodes, City Manager
Shaun Greenwood, Director P & D
Tara Yates, Grants Specialist

Date: March 26, 2013

Subject: Second Reading of an Ordinance to create the City of Cayce Minor Home Repair Program utilizing unspent Federal grant money.

ISSUE

Council approval is needed for the Second and Final Reading of an Ordinance to create the City of Cayce Minor Home Repair Program. Cayce has unspent Federal dollars that must be utilized to assist low to moderate income individuals within the City.

BACKGROUND/DISCUSSION

Staff has been researching the best possible use for \$68,000 of Federal Grant money that was awarded by HUD. Staff believes that a Minor Home Repair Program will provide the most beneficial and direct impact on the community. The use of this money is restricted to programs that benefit low to moderate income (LMI) families or individuals. Staff believes the most effective and efficient way to administer the program is to limit the availability to elderly and disabled LMI applicants. If the maximum grant amount is capped at \$5,000, the City will be able to assist a minimum of 13 homes in the City. A copy of the program guidelines, required agreements, supporting documentation and the proposed application are attached to this white paper.

Due to the limited amount of funding and staff availability, staff also recommends that the City limit the repairs to:

- Handicapped Accessibility
- Roof Repair/Replacement
- HVAC Repair/Replacement
- Replace Insulation
- Repair/Replace Smoke Detectors

The program will be conducted on a first come first serve basis and will continue until all of the funds are expended.

RECOMMENDATION

Staff recommends that Council approve Second and Final Reading of an Ordinance to adopt the City of Cayce Minor Home Repair Program.

STATE OF SOUTH CAROLINA)
)
COUNTY OF LEXINGTON)
)
CITY OF CAYCE)

ORDINANCE
ADOPTING THE CITY OF CAYCE
MINOR HOME REPAIR PROGRAM

WHEREAS, the City of Cayce has approximately \$68,255 in funds originating from a previous Community Development account that must be spent on low income specified activities, and

WHEREAS, Council considers a citywide Minor Home Repair Program for elderly and disabled low income residents as the best use of these funds,

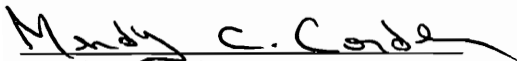
NOW, THEREFORE BE IT ORDAINED by the Mayor and Council of the City of Cayce, in Council, duly assembled, as follows:

1. Establishment of a City of Cayce Minor Home Repair Program is approved.
2. The Agreement between Property Owners and Contractor, in the form attached or in such substantially similar form as may be determined by the City Manager to be satisfactory for the Program, is approved for use as a part of the Program.
3. The City Manager is authorized to establish further policies and procedures and requirements for the Program, including eligibility of participants.

This Ordinance shall be effective from the date of second and final reading.

Elise Partin, Mayor

ATTEST:



Mandy C. Corder
Municipal Clerk

First reading: 3-5-13
Second reading and adoption: _____

Approved as to form: _____
Danny C. Crowe, City Attorney

Memorandum

To: Mayor and Council

From: Rebecca Rhodes, City Manager
Shaun Greenwood, Assistant City Manager

Date: March 26, 2013

Subject: Second Reading of an Ordinance to amend the General Code of Ordinances Section 34-40 to add language related to "Scavenging" in refuse containers.

ISSUE

Council approval is needed for the Second and Final Reading of an Ordinance to amend Section 34-40 "Recyclables become property of city" in the General Code of Ordinances. The suggested amendment will modify the Ordinance to better address the issue of scavenging in both refuse and recyclable containers.

BACKGROUND/DISCUSSION

The Mayor and Staff received information from neighborhood leaders that there is a growing concern about people scavenging in refuse containers throughout the City. Currently, the ordinance addresses the issue for recyclable containers, but does not include language related to refuse containers.

According to the Public Safety Department, our ordinance does not specifically address the issue of people scavenging in refuse containers. A survey of other municipalities revealed that typically there is language to address this type of activity in their code of ordinances. This amendment specifically prohibits anyone from disturbing any container established for refuse or recyclables. This amendment will affect both commercial and residential containers. The suggested changes will also allow for neighborhood leaders and citizens to better report "scavenging" activities they observe to Public Safety officials and allow Public Safety officers, during routine patrol, to act when "scavenging" activities are observed.

The amendment includes a title change from "Recyclables become property of city" to "Scavenging in refuse and recyclable containers prohibited." Additional language has been included to protect property owners who are "scavenging" in containers on their own property, as well as contractors who have been privately contracted by property owners to dispose of solid waste.

RECOMMENDATION

Staff recommends Council approve Second and Final Reading of an ordinance to amend Section 34-40 to address "Scavenging in refuse and recyclable containers."

| | |
|---|--|
| <p>STATE OF SOUTH CAROLINA)</p> <p>COUNTY OF LEXINGTON)</p> <p>CITY OF CAYCE)</p> | <p>ORDINANCE</p> <p>Amending Section 34-40 of Chapter 34</p> <p>“Solid Waste Management”) of the Cayce</p> <p>City Code to Prohibit Scavenging in Refuse</p> <p>and Recyclable Containers</p> |
|---|--|

WHEREAS, the Council has determined that it is in the interest of the City and the public that Section 34-40 of Chapter 34 (“Solid Waste Management”) of the Cayce City Code be revised and that a new provision be added so as to prohibit scavenging in refuse and recyclable containers,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Cayce, in Council, duly assembled, that Section 34-40 of Chapter 34 (“Solid Waste Management”) of the Cayce City Code is hereby amended as follows:

- (1) The title of section 34-40 (“Recyclables become property of city”) is amended to read “Scavenging in refuse and recyclable containers prohibited.”
- (2) Section 34-40 is amended to add a new subsection (a) to read as follows:
 - (a) It shall be unlawful for any person to scavenge, search, probe, inspect, or rifle in or through any container used for the disposal of solid waste. It shall also be unlawful for any person to deface, remove, tip over or disturb solid waste containers. This provision shall not apply to individuals scavenging or probing their own container on their own property or to companies privately contracted to dispose of solid waste.
- (3) Section 34-40 is further amended to renumber the current language of the section as subsection (b) so as to read as follows:
 - (b) Recyclables, once placed in a recycling bin and placed at the curbside for collection, become the property of the city. Removal of recyclables by other than city employees or authorized agents shall constitute a misdemeanor.

This Ordinance shall be effective from the date of second and final reading.

DONE IN MEETING DULY ASSEMBLED, this 5 day of March, 2013.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder
Mendy C. Corder
Municipal Clerk

First reading: 3-5-12
Second reading and adoption: _____

Approved as to form: _____
Danny C. Crowe, City Attorney

Sec. 34-40. - Scavenging in refuse and recyclable containers prohibited
Recyclables become property of city;

(a) ~~It shall be unlawful for any person to scavenge, search, probe, inspect, loiter or rifle around, in or through any container used for the disposal of solid waste. It shall also be unlawful for any person to deface, remove, tip over or disturb solid waste containers. This provision shall not apply to individuals scavenging or probing their own container on their own property or to companies privately contracted to dispose of solid waste.~~

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(b) Recyclables, once placed in a recycling bin and placed at the curbside for collection, become the property of the city. Removal of recyclables by other than city employees or authorized agents shall constitute a misdemeanor.

Memorandum

To: Mayor and Council

From: Rebecca Rhodes, City Manager
Shaun Greenwood, Assistant City Manager

Date: March 26, 2013

Subject: Second Reading of an Ordinance to amend the General Code of Ordinances Section 34-3 to allow companies to provide commercial sanitation services within the city without a franchise or service agreement.

ISSUE

Council approval is needed for the Second and Final Reading of an Ordinance to amend Section 34-3 "Franchise required for private waste services" in the General Code of Ordinances. The suggested amendment will modify the ordinance to companies to provide commercial sanitation services within the city without a franchise or service agreement with the city.

BACKGROUND/DISCUSSION

The Mayor and Council recently decided to discontinue commercial sanitation services. In order to allow private companies the ability to provide commercial sanitation services, the ordinance needs to be amended. As it is currently written, only the city or a company contracted by the city is permitted to provide commercial sanitation services. The amendment removes the requirement for the contract or service agreement with the city. Business owners will be able to contract with any provider they feel best suits their needs. It is also important to note that the amendment maintains the provision that the City of Cayce is the only authorized provider for residential sanitation services.

RECOMMENDATION

Staff recommends Council approve Second and Final Reading of an Ordinance to amend Section 34-3 "Franchise required for private waste services."

STATE OF SOUTH CAROLINA)
)
COUNTY OF LEXINGTON)
)
CITY OF CAYCE)

ORDINANCE
Amending Section 34-3 of Chapter 34
("Solid Waste Management") of the
Cayce City Code

WHEREAS, the City of Cayce has determined to cease the City service of solid waste collection and disposal services for commercial and institutional locations and wishes to revise certain of the current sections of the City Code to allow for such services for commercial and institutional locations by private entities,

NOW, THEREFORE BE IT ORDAINED by the Mayor and Council of the City of Cayce, in Council, duly assembled, that Section 34-3 ("Franchise required for private waste services") is amended to read as follows:

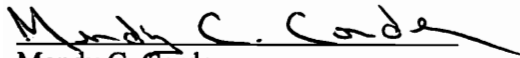
Section 34-3. Private waste services.

No person or entity shall conduct solid waste collection or disposal services for residential locations within the city without a franchise or service agreement with the city. No person or entity shall conduct solid waste collection or disposal services for commercial or institutional locations within the city without a business license from the city.

This Ordinance shall be effective from the date of second and final reading.

Elise Partin, Mayor

ATTEST:


Mendy C. Corder
Municipal Clerk

First reading: 3-5-13
Second reading and adoption: _____

Approved as to form: _____
Danny C. Crowe, City Attorney

Memorandum

To: Mayor and Council

From: Rebecca V. Rhodes, City Manager

Date: March 28, 2013

Subject: Discussion of the Second Draft of the FY 13-14 Utility Budget

The second draft of the FY 13-14 Utility Fund Budget is attached for your review. Staff has made several adjustments but is awaiting information from the Auditors in reference to Sewer Sales Revenue from the Purchasers. Currently, the second draft of the FY 13-14 Utility Fund Budget estimates revenues of \$10,326,264 and expenditures of \$8,638,853 for the upcoming year. Currently these two are \$1,687,411 apart.

There are still several items that are estimated such as health insurance and general insurance.

The Utility's Staff has put together a brief Power Point that I have attached that answers some of the questions that Council had in reference to the deposit/ connection fee discussion. We plan to go through this Power Point briefly with you during the Council Meeting.

Council also asked for information regarding changing our utility bills from a postcard to an actual envelope that would allow inserts. Currently we are charged \$.15/bill plus \$.403/bill, which is a total of \$974.39 per cycle. To go to 8.5 X 11 it will cost the City, \$.163/ bill plus \$.38/ bill for postage, for a total of \$956.77 per cycle. The City has 48 actual cycles per year with an average of 1,762 bills per cycle. To add an insert to these bills will cost the City \$.009/ bill or \$15.86 per cycle. The inserts are double-sided, 8.5 x 3.5 slips of paper. In short, it will actually cost a little less for the 8.5 x 11 mailings, but there will be an added cost if we decide to put an insert into them.

Please let me know if you have any questions as you are reviewing these items. As usual, I will plan to contact each of you before the Council meeting on Tuesday to answer any questions that you may have.

**City of Cayce
Capital Equipment Schedule
FY 2013 -2014**

3/26/13

| Department Code -Name | | FY 13-14 |
|---|-----------|------------------|
| O & M Fund | | |
| 1910 Utilities - Administration | | |
| Chevy Tahoe | \$27,000 | |
| Total 1910 Utilities - Admin | | \$27,000 |
| 1911 Water Treatment Plant | | |
| Carbon System at Raw Water Pump Station | \$75,000 | |
| SCADA / Filter Manual Controller and Hardware | \$0 | |
| Backwash Control Valve | \$0 | |
| Surface Wash Valve Replacement Filters 1 thru 4 | \$0 | |
| Encore 700 Dosage Pumps | \$0 | |
| Truck to replace # 4114 | \$0 | |
| Total 1911 Water Plant | | \$75,000 |
| 1912 Water Distribution | | |
| Continue AMR meter conversion program | \$385,000 | |
| 2013 John Deere 50G W/Accessories | \$0 | |
| Total 1912 Water Distribution | | \$385,000 |
| 1916 Wastewater Plant | | |
| Mac 28' half round dump trailer | \$53,800 | |
| Chevrolet Silverado 1/2 ton Pickup Truck | \$0 | |
| EZGO gas Industrial Golf cart with work bed | \$0 | |
| A/V equipment | \$0 | |
| Davit hoist for digester gates | \$0 | |
| Used 19' electric scissorlift | \$4,900 | |
| Electrical Maintenance Tools | \$0 | |
| Total 1916 Wastewater Plant | | \$58,700 |
| 1917 Wastewater Collection | | |
| Replacement of discharge piping for wet well/valve pit TC McDonalds | \$0 | |
| ABS Pump w/guide rails mounting elbow and electrical panel | \$0 | |
| Vertical Shaft Vaughn pump | \$0 | |
| Electric control panel Cedarfield Pump Station | \$0 | |
| Electric control panel Davon Pump Station | \$0 | |
| Sewer Camera | \$20,000 | \$20,000 |
| Total 1917 Wastewater Collection | | |
| 1920 Septage & Grease | | |
| Chevy Equinox for new Manager | \$20,000 | |
| Total 1920 Septage & Grease | | \$20,000 |
| Total O&M Fund | | \$585,700 |

CITY OF CAYCE

Gross Revenue Fund Expenditure Detail

| EXPENDITURES & TRANSFERS | Actual FY11-12 | Budget FY12-13 | Actual to 02/28/2013 FY12-13 | Proposed Budget FY13-14 | Adopted Budget FY13-14 |
|-----------------------------------|----------------------|----------------------|------------------------------------|-------------------------------|------------------------------|
| Gross Revenue Fund Expense | | | | | |
| Revenue Bonds of 2004 | 1,017,200 | 1,017,200.00 | 674,890 | 1,017,200 | |
| Revenue Bonds of 2007A | 1,608,488 | 1,608,488.00 | 1,073,082 | 1,611,000 | |
| Bonds of 2009 P&I | \$ 722,054 | 2,170,209.00 | 1,446,807 | 2,170,210 | |
| Transfer Out to O&M Fund | 9,726,086 | 9,209,451.00 | 5,708,638 | 8,518,359 | |
| 15 % Transfer to Meet Coverage | 418,250 | 735,164.00 | 735,164 | 736,927 | |
| Bad Debt Expense | | 0.00 | 0 | 0 | |
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| TOTAL EXPENDITURES | <u>\$ 13,492,078</u> | <u>\$ 14,740,512</u> | <u>\$ 9,638,581</u> | <u>\$ 14,053,696</u> | <u>\$ -</u> |

CITY OF CAYCE

O & M Fund Revenue Detail

03/28/2013

| REVENUES | Actual FY11-12 | Budget FY12-13 | Actual to 03/08/2013 FY12-13 | Proposed Budget FY13-14 | Approved Budget FY13-14 |
|---------------------------------|-------------------|--------------------|------------------------------------|-------------------------------|-------------------------------|
| OPERATING REVENUES | | | | | |
| Interest Earned | \$ 26,801 | \$ 21,000 | \$ 6,945 | \$ 10,000 | |
| Sale of Property | -844 | 5,000 | 1,219 | 4,000 | |
| Miscellaneous Revenue | | 2,500 | 860 | 1,300 | |
| Transfer in From Gross Revenue | | 9,209,451 | 5,708,638 | 8,518,359 | |
| Springdale Contract Revenue | 105,194 | 105,194 | 48,120 | 105,194 | |
| TOTAL OPERATING REVENUES | | \$9,343,145 | \$ 5,765,782 | \$ 8,638,853 | |
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CITY OF CAYCE

O & M UTILITIES FUND EXPENDITURES

03/28/2013

| | Actual FY11-12 | Budget FY12-13 | Actual to 03/08/2013 FY12-13 | Proposed Budget FY13-14 | Adopted FY13-14 |
|---|-------------------|-------------------|------------------------------------|-------------------------------|--------------------|
| UTILITIES-ADMINISTRATION | | | | | |
| Salaries & Wages | \$ 337,299 | 363,705 | 239,888 | 245,319 | |
| Overtime | 1,650 | 1,500 | 1,420 | 0 | |
| Printing/Office Supplies | 10,643 | 9,000 | 5,561 | 4,300 | |
| Postage | 39,062 | 36,500 | 31,063 | 4,000 | |
| Dues & Membership | 870 | 920 | 158 | 742 | |
| Travel | 952 | 1,980 | 807 | 2,370 | |
| Auto Operating Expense | 2,733 | 3,000 | 1,731 | 4,500 | |
| Pagers & Telephone | 2,194 | 8,150 | 5,183 | 8,150 | |
| Service Contracts | 22,441 | 23,800 | 16,846 | 7,816 | |
| Equipment Repair | 111 | 360 | 101 | 860 | |
| Safety Supplies | 374 | 250 | 0 | 5,250 | |
| Uniform | 288 | 150 | 0 | 150 | |
| Medical, Doctor, Physical | 3,251 | 4,100 | 2,049 | 4,100 | |
| Professional Services - HR | 31,743 | 0 | 0 | 0 | |
| Advertising | 2,857 | 8,000 | 2,470 | 8,000 | |
| Vehicle Insurance | 2,478 | 2,000 | 2,309 | 4,680 | |
| Employee Training | 654 | 2,565 | 1,760 | 2,525 | |
| Professional Service - Audit | | 40,000 | 31,778 | 40,000 | |
| Professional Service - Attorney | 26,484 | 35,000 | 13,726 | 35,000 | |
| Professional Service - Engineer | 28,233 | 29,000 | 8,649 | 29,000 | |
| Consultant Fees | 22,683 | 29,988 | 22,943 | 29,988 | |
| Special Contract-Copier | 2,560 | 2,675 | 1,702 | 2,675 | |
| Spec Dept Fees-Collect, Chg Card, & On-Line | 76,782 | 87,200 | 52,453 | 0 | |
| Easement Contracts-CSX | 250 | 0 | 0 | 0 | |
| Machines & Equipment | 5,171 | 18,000 | 13,342 | 27,000 | |
| SCRS | 31258.29 | 38,623 | 20,996 | 25,881 | |
| SCRS Pre-Retirement Benefit | 499.94 | 547 | 302 | 368 | |
| FICA Expense | 24918.29 | 27,874 | 16,874 | 18,767 | |
| General Insurance | 4343 | 4,500 | 4,743 | 5,200 | |
| Workers Compensation Insurance | 3235.29 | 4,775 | 3,164 | 4,254 | |
| Medical Insurance | 40650.39 | 48,117 | 39,302 | 26,465 | |

| | | | | | |
|--------------------------------------|-------------------|-------------------|----------------|-------------------|--|
| Unemployment Compensation | 5868 | 1,500 | 4,560 | 1,500 | |
| Health Reimbursement Account Expense | 0 | 2,000 | 3,021 | 2,000 | |
| OPEB Expense | 0 | 4,810 | 0 | 4,810 | |
| Christmas Bonus Pool | 0 | 0 | 0 | 1,680 | |
| Paying Agent Fee/Bonds | 8000 | 8,000 | 7,233 | 8,000 | |
| Website Expense | | 2,750 | 2,750 | 2,750 | |
| Total | \$ 740,536 | \$ 851,339 | 558,885 | \$ 568,100 | |

CITY OF CAYCE

O & M UTILITIES FUND EXPENDITURES

| | Actual FY11-12 | Budget FY12-13 | Actual to 03/08/2013 FY12-13 | Proposed Budget FY13-14 | Adopted FY13-14 |
|---|-------------------|-------------------|------------------------------------|-------------------------------|--------------------|
| UTILITIES-BILLING | | | | | |
| Salaries & Wages | | | | 271,464 | |
| Overtime | | | | 23,423 | |
| Printing/Office Supplies | | | | 5,000 | |
| Postage | | | | 42,000 | |
| Dues & Membership | | | | 1,010 | |
| Travel | | | | 1,360 | |
| Auto Operating Expense | | | | 17,500 | |
| Pagers & Telephone | | | | 5,646 | |
| Service Contracts | | | | 14,750 | |
| Hand Tools & Supplies | | | | 1,200 | |
| Safety Supplies | | | | 600 | |
| Uniform | | | | 1,400 | |
| Vehicle Insurance | | | | 6,240 | |
| Employee Training | | | | 2,470 | |
| Spec Dept Fees-Collect, Chg Card, & On-Line | | | | 58,000 | |
| Special Contract-Copier | | | | 0 | |
| Machines & Equipment | | | | 1,500 | |
| SCRS | | | | 31,111 | |
| SCRS Pre-Retirement Benefit | | | | 442 | |
| FICA Expense | | | | 22,559 | |
| General Insurance | | | | 0 | |
| Workers Compensation Insurance | | | | 5,481 | |
| Hospital Insurance | | | | 48,117 | |

| | | | | | |
|--------------------------------------|----------|----------|----------|----------------|--|
| Unemployment Compensation | | | | 5,000 | |
| Health Reimbursement Account Expense | | | | 5,000 | |
| OPEB Expense | | | | 0 | |
| Christmas Bonus Pool | | | | 0 | |
| Total | 0 | 0 | 0 | 571,273 | |

CITY OF CAYCE

O & M UTILITIES FUND EXPENDITURES

| | Actual | Budget | Actual to 03/08/2013 | Proposed Budget | Adopted |
|------------------------------|------------|---------|-------------------------|--------------------|---------|
| WATER TREATMENT PLANT | | | | | |
| Salaries & Wages | \$ 400,172 | 408,654 | 288,367 | 423,208 | |
| Overtime | 41,653 | 41,000 | 31,535 | 42,494 | |
| Printing/Office Supplies | 573 | 600 | -1,398 | 650 | |
| Postage | 112 | 250 | 200 | 250 | |
| DHEC Permit Fees & CCR | 26,532 | 27,000 | 22,608 | 24,500 | |
| Dues & Membership | 977 | 1,000 | 384 | 852 | |
| Travel | 349 | 2,360 | 952 | 2,360 | |
| Auto Operating Expense | 8,130 | 8,500 | 4,617 | 8,500 | |
| Electric & Gas | 259,911 | 270,000 | 178,687 | 275,000 | |
| Telephone | 4,583 | 5,000 | 6,210 | 5,000 | |
| Lubrication Supplies | 894 | 900 | 0 | 900 | |
| Service Contracts | 10,614 | 27,499 | 8,944 | 52,093 | |
| Equipment Repair | 55,701 | 119,000 | 16,713 | 75,000 | |
| Building Repair | -112 | 500 | 443 | 500 | |
| Hand Tools & Supplies | 798 | 900 | 625 | 900 | |
| Electric/Light Supplies | 270 | 600 | 374 | 600 | |
| Safety Supplies | 1,701 | 1,500 | 1,247 | 1,500 | |
| Uniform Expense | 2,020 | 2,000 | 1,938 | 2,100 | |
| Janitorial Supplies | 583 | 600 | 485 | 600 | |
| Chemical | 134,581 | 155,400 | 122,060 | 194,077 | |
| Laboratory Supplies | 20,369 | 23,500 | 8,237 | 23,500 | |
| Professional Services - HR | 0 | 0 | 0 | 0 | |
| Vehicle Insurance | 2,478 | 3,000 | 2,309 | 4,680 | |
| Employee Training | 1,041 | 3,000 | 1,238 | 2,008 | |
| Consultant Service/Lab Tests | 2,468 | 9,000 | 11,074 | 17,000 | |

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|--------------------------------------|---------------------|---------------------|----------------|---------------------|-------------|
| Machines & Equipment | 8,228 | 49,300 | 17,412 | 75,000 | |
| SCRS | 40,809 | 47,591 | 27,951 | 49,131 | |
| SCRS Pre-Retirement Benefit | 652 | 673 | 401 | 699 | |
| FICA Expense | 32,829 | 34,346 | 22,282 | 35,626 | |
| General Insurance | 24,967 | 30,886 | 20,278 | 30,886 | |
| Workers Compensation Insurance | 11,331 | 12,986 | 8,606 | 16,928 | |
| Medical Insurance | 56,266 | 66,646 | 45,734 | 66,162 | |
| Unemployment Compensation | 0 | 500 | 0 | 500 | |
| Health Reimbursement Account Expense | 3,111 | 2,500 | 1,010 | 2,500 | |
| OPEB Expense | | 5,411 | 0 | 5,411 | |
| Christmas Bonus Pool | | 0 | 0 | 1,380 | |
| Total | \$ 1,154,592 | \$ 1,362,602 | 851,527 | \$ 1,442,495 | \$ - |

CITY OF CAYCE

O & M UTILITIES FUND EXPENDITURES

| | Actual FY11-12 | Budget FY12-13 | Actual to 03/08/2013 FY12-13 | Proposed Budget FY13-14 | Adopted FY13-14 |
|---|-------------------|-------------------|------------------------------------|-------------------------------|--------------------|
| WATER DISTRIBUTION & MAINTENANCE | | | | | |
| Salaries & Wages | \$ 456,466 | 461,386 | 297,643 | 482,052 | |
| Overtime | 117,606 | 102,500 | 54,856 | 16,100 | |
| Printing & Office Supplies | - | 0 | 39 | 3,000 | |
| Dues & Membership | 443 | 1,500 | 690 | 1,500 | |
| Travel | 0 | 500 | 195 | 1,800 | |
| Auto Operating Expense | 59,287 | 45,000 | 37,475 | 35,000 | |
| Electric & Gas | 34,268 | 35,000 | 24,339 | 37,500 | |
| Telephone | 6,901 | 15,000 | 7,229 | 20,000 | |
| Service Contracts | 909 | 7,000 | 4,392 | 179,681 | |
| Equipment Repair | 8,845 | 10,000 | 6,332 | 30,000 | |
| Building Repairs | 189 | 250 | 0 | 500 | |
| Hand Tools & Supplies | 3,794 | 4,000 | 869 | 6,000 | |
| Masonry/Cement Supplies | 2,269 | 3,000 | 1,227 | 3,000 | |
| Asphalt/Grading Supplies | 27,821 | 32,000 | 10,969 | 30,000 | |
| Radio Supplies | 0 | 250 | 0 | 250 | |
| Safety Supplies | 2,951 | 4,750 | 2,345 | 5,200 | |
| Uniform | 1,785 | 3,600 | 973 | 4,200 | |
| Chemical | 0 | 200 | 0 | 736 | |

| | | | | |
|--------------------------------------|---------------------|------------------|----------------|------------------|
| Professional Services - HR | 0 | 0 | 0 | 0 |
| Water Distribution Repair | 246,081 | 190,000 | 94,855 | 60,000 |
| Vehicle Insurance | 9,914 | 12,310 | 11,207 | 12,480 |
| Employee Training | 4,355 | 4,750 | 4,399 | 5,000 |
| Water Distribution Meters | 11,547 | 13,293 | 1,814 | 15,000 |
| Machines & Equipment | 18,562 | 258,100 | 270,929 | 385,000 |
| SCRS | 53,960 | 59,518 | 30,570 | 52,552 |
| SCRS Pre-Retirement Benefit | 861 | 842 | 439 | 747 |
| FICA Expense | 42,874 | 42,954 | 24,660 | 38,106 |
| General Insurance | 11,100 | 11,100 | 11,271 | 11,100 |
| Workers Compensation Insurance | 13,387 | 9,133 | 7,268 | 22,367 |
| Health Insurance | 75,391 | 84,205 | 52,492 | 92,627 |
| Unemployment Compensation | 0 | 4,000 | 0 | 4,000 |
| Health Reimbursement Account Expense | 38 | 2,000 | 3,000 | 2,000 |
| OPEB Expense | 0 | 7,816 | 0 | 7,816 |
| Christmas Bonus Pool | 0 | 0 | 0 | 2,280 |
| Total | \$ 1,211,603 | 1,425,957 | 962,476 | 1,567,594 |

CITY OF CAYCE

O & M UTILITIES FUND EXPENDITURES

| | Actual FY11-12 | Budget FY12-13 | Actual to 03/08/2013 FY12-13 | Proposed Budget FY13-14 | Adopted FY13-14 |
|-----------------------------------|-------------------|-------------------|------------------------------------|-------------------------------|--------------------|
| WASTEWATER TREATMENT PLANT | | | | | |
| Salaries & Wages | \$ 483,450 | 502,757 | 351,637 | 523,349 | |
| Overtime | 34,264 | 38,000 | 31,417 | 41,255 | |
| Printing/Office Supplies | 449 | 525 | 250 | 525 | |
| Postage | | 250 | 200 | 250 | |
| State of S.C. Permit Fees | 2,739 | 3,250 | 2,973 | 3,250 | |
| Dues & Membership | 713 | 1,315 | 365 | 1,500 | |
| Travel | 2,330 | 2,350 | 500 | 4,262 | |
| Auto Operating Expense | 66,872 | 45,000 | 30,795 | 45,000 | |
| Water Expense | 130,168 | 160,000 | 30,833 | 50,000 | |
| Electric & Gas | 510,673 | 543,200 | 471,747 | 740,000 | |
| Telephone | 3,930 | 10,855 | 11,691 | 12,650 | |
| Lubrication Supplies | 2,685 | 5,000 | 676 | 3,000 | |

| | | | | |
|--------------------------------------|------------------|------------------|------------------|------------------|
| Service Contracts | 2,670 | 18,800 | 1,626 | 92,850 |
| Equipment Repair | 95,929 | 45,800 | 16,700 | 30,000 |
| Building Repairs | 297 | 800 | 186 | 800 |
| Sludge Disposal Fees | 408,733 | 226,000 | 137,456 | 200,000 |
| Hand Tools & Supplies | 2,916 | 2,000 | 532 | 3,700 |
| Electric/Light Supplies | 0 | 210 | 0 | 210 |
| Radio Supplies | 0 | 200 | 0 | 200 |
| Safety Program and Supplies | 7,547 | 7,500 | 2,877 | 3,000 |
| Uniform | 455 | 3,200 | 1,462 | 4,500 |
| Janitorial Supplies | 515 | 800 | 273 | 1,000 |
| Chemical | 243,173 | 325,000 | 149,164 | 280,000 |
| Laboratory Supplies | 23,001 | 33,550 | 14,178 | 26,200 |
| Force Main/Line Repair Expense | 0 | 0 | 232 | 0 |
| Professional Services - HR | 0 | 0 | 0 | 0 |
| Vehicle Insurance | 6,612 | 9,000 | 8,097 | 14,040 |
| Employee Training | 1,809 | 6,053 | 1,723 | 6,073 |
| Professional Serv. - Lab Tests | 17,957 | 26,500 | 11,844 | 23,900 |
| Machines & Equipment | 16,710 | 34,110 | 29,688 | 58,700 |
| SCRS | \$ 48,080 | 57,072 | 33,292 | 59,566 |
| SCRS Pre-Retirement Benefit | \$ 769 | 808 | 478 | 847 |
| FICA Expense | \$ 36,319 | 41,189 | 25,834 | 43,192 |
| General Insurance | \$ 21,498 | 113,750 | 37,944 | 52,897 |
| Workers Compensation Insurance | \$ 13,806 | 16,260 | 11,892 | 18,232 |
| Health Insurance | \$ 67,100 | 72,176 | 51,502 | 86,011 |
| Unemployment Compensation | 0 | 2,000 | 0 | 2,000 |
| Health Reimbursement Account Expense | \$ 1,008 | 1,500 | 0 | 1,500 |
| OPEB Expense | | 6,615 | 0 | 6,615 |
| Depreciation Expense | 0 | 0 | 0 | 550,000 |
| Christmas Bonus Pool | 0 | 0 | 0 | 2,280 |
| Total | 2,255,176 | 2,363,395 | 1,470,064 | 2,993,354 |

CITY OF CAYCE
O & M UTILITIES FUND EXPENDITURES

| | Actual FY11-12 | Budget FY12-13 | Actual to 03/08/13 FY12-13 | Proposed Budget FY13-14 | Adopted FY13-14 |
|------------------------------|-------------------|-------------------|----------------------------------|-------------------------------|--------------------|
| WASTEWATER COLLECTION | | | | | |
| Salaries & Wages | \$ 300,269 | 376,742 | 236,959 | 404,251 | |

| | | | | | |
|--------------------------------------|------------------|------------------|----------------|------------------|-------------|
| Overtime | 83,132 | 80,000 | 47,943 | 16,100 | |
| Dues & Membership | 75 | 350 | 100 | 910 | |
| Travel Expense | 0 | 300 | 18 | 2,070 | |
| Auto Operating Expense | 95,498 | 93,000 | 68,885 | 95,000 | |
| Electric & Gas | 114,553 | 115,000 | 83,441 | 115,000 | |
| Telephone Expense | 22,206 | 34,300 | 24,513 | 36,000 | |
| Lubrication Supplies | 106 | 300 | 0 | 300 | |
| Service Contracts | 6,995 | 12,500 | 9,684 | 14,388 | |
| Equipment Repair | 118,240 | 103,000 | 55,729 | 110,000 | |
| Hand Tools & Supplies | 3,131 | 4,000 | 2,135 | 6,000 | |
| Masonry/Cement Supplies | 563 | 400 | 835 | 1,500 | |
| Asphalt/Grading Supplies | 29,466 | 25,000 | 5,118 | 25,000 | |
| Radio Supplies | 0 | 250 | 0 | 250 | |
| Safety Supplies | 3,097 | 5,800 | 1,808 | 15,000 | |
| Uniform | 1,272 | 3,100 | 2,718 | 4,200 | |
| Janitorial Supplies | 194 | 300 | 119 | 300 | |
| Chemical | 43,448 | 23,050 | 15,965 | 25,000 | |
| WW Collection Repair | 79,365 | 45,471 | 22,296 | 50,000 | |
| Professional Services - HR | 0 | 0 | 0 | 0 | |
| Vehicle Insurance | 9,914 | 13,310 | 13,116 | 21,840 | |
| Employee Training | 93 | 1,500 | 200 | 918 | |
| Easement Contracts | 0 | 400 | 0 | 0 | |
| Machines & Equipment | 10,240 | 136,900 | 133,826 | 20,000 | |
| SCRS | 35,326 | 48,262 | 24,940 | 44,336 | |
| SCRS Pre-Retirement Benefit | 565 | 683 | 358 | 630 | |
| FICA Expense | 27,887 | 34,831 | 20,089 | 32,149 | |
| General Insurance | 11,911 | 11,912 | 12,430 | 11,912 | |
| Workers Compensation Insurance | 12,620 | 9,803 | 6,721 | 17,614 | |
| Health Insurance | 50,188 | 72,176 | 48,493 | 86,011 | |
| Unemployment Compensation | 645 | 1,000 | 0 | 1,000 | |
| Health Reimbursement Account Expense | 1,030 | 2,000 | 1,000 | 2,000 | |
| OPEB Expense | 0 | 5,411 | 0 | 5,411 | |
| Christmas Bonus Pool | 0 | 0 | 0 | 2,280 | |
| Springdale Contract Expense | 105,194 | 105,194 | 0 | 105,194 | |
| Total | 1,167,224 | 1,366,245 | 839,439 | 1,272,564 | \$ - |
| | | | | | |

CITY OF CAYCE
O & M UTILITIES FUND EXPENDITURES

| | Actual FY11-12 | Budget FY12-13 | Actual to 03/08/2013 FY12-13 | Proposed Budget FY13-14 | Adopted FY13-14 |
|--------------------------------------|-------------------|-------------------|------------------------------------|-------------------------------|--------------------|
| WASTEWATER PRETREATMENT | | | | | |
| Salaries & Wages | | | | 50,250 | |
| Overtime | | | | 0 | |
| Printing/Office Supplies | | | | 200 | |
| Postage | | | | 100 | |
| State of S.C. Permit Fees | | | | 0 | |
| Dues & Membership | | | | 236 | |
| Travel | | | | 1,402 | |
| Auto Operating Expense | | | | 2,000 | |
| Electric & Gas | | | | 12,000 | |
| Telephone | | | | 600 | |
| Sludge Disposal Fees | | | | 8,400 | |
| Hand Tools & Supplies | | | | 1,000 | |
| Electric/Light Supplies | | | | 0 | |
| Radio Supplies | | | | 0 | |
| Safety Program and Supplies | | | | 200 | |
| Uniform | | | | 750 | |
| Janitorial Supplies | | | | 0 | |
| Chemical | | | | 2,250 | |
| Laboratory Supplies | | | | 0 | |
| Professional Services - HR | | | | 0 | |
| Vehicle Insurance | | | | 1,560 | |
| Employee Training | | | | 534 | |
| Professional Serv. - Lab Tests | | | | 0 | |
| Machines & Equipment | | | | 20,000 | |
| SCRS | | | | 3,976 | |
| SCRS Pre-Retirement Benefit | | | | 57 | |
| FICA Expense | | | | 2,883 | |
| General Insurance | | | | 0 | |
| Workers Compensation Insurance | | | | 3,062 | |
| Hospital Insurance | | | | 9,924 | |
| Unemployment Compensation | | | | 0 | |
| Health Reimbursement Account Expense | | | | 1,000 | |
| OPEB Expense | | | | 0 | |
| Christmas Bonus Pool | | | | 300 | |
| Total | 0 | 0 | 0 | 122,684 | |

CITY OF CAYCE

O & M UTILITIES FUND EXPENDITURES

| | Actual FY11-12 | Budget FY12-13 | Actual to 03/08/2013 FY12-13 | Proposed Budget FY13-14 | Adopted FY13-14 |
|---------------------------------------|-------------------|-------------------|------------------------------------|-------------------------------|--------------------|
| NON-DEPARTMENTAL | | | | | |
| Medical Insurance Expense - Retiree | 0 | 0 | 55 | 8,200 | |
| O&M Indirect Cost Transfer | 1,690,835 | 1,500,000 | 1,000,000 | 1,500,000 | |
| Contra Water Expense | 0 | 0 | -30,833 | 0 | |
| Capital Equipment Replacement Reserve | 85,000 | 85,000 | 56,664 | 140,000 | |
| Capital Improvement Projects Reserve | 85,000 | 85,000 | 56,664 | 140,000 | |
| Depreciation Expense | 0 | 298,607 | 0 | 0 | |
| Total | 1,860,835 | 1,968,607 | 1,082,550 | 1,788,200 | |

| | | | | | | | | | | |
|------------------------|----|-----------|----|-----------|----|-----------|----|------------|--------------------|---|
| Grand Total | \$ | 8,389,966 | \$ | 9,338,145 | \$ | 5,764,940 | \$ | 10,326,264 | \$ | - |
| O&M Revenue | | | | | | | | <u>\$</u> | 8,638,853 | |
| Net Revenue/(Shortage) | | | | | | | | <u>\$</u> | <u>(1,687,411)</u> | |

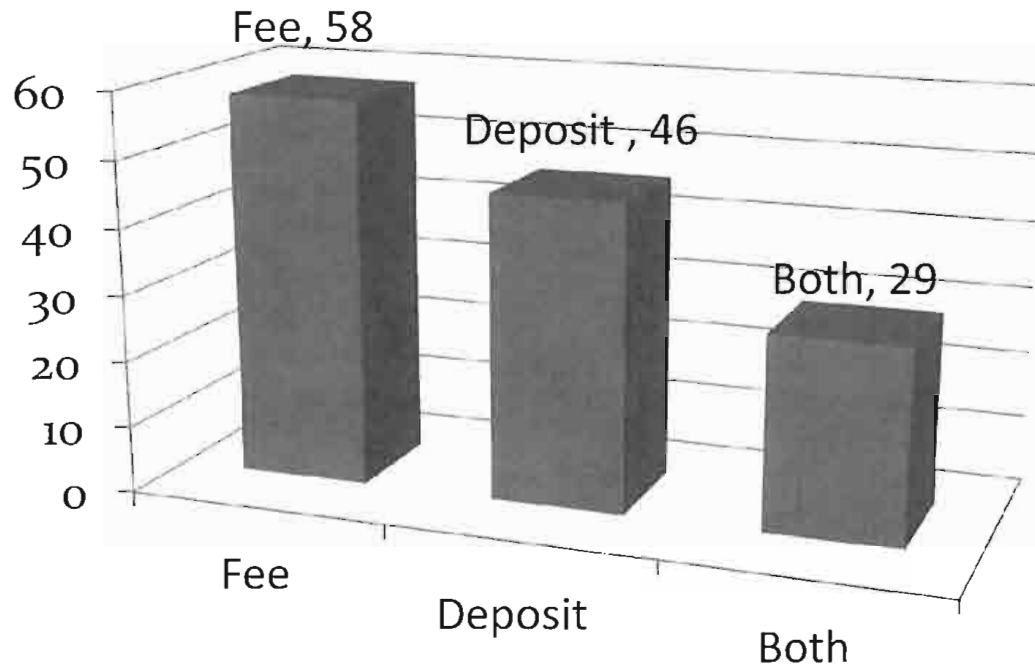
South Carolina Water/Sewer Fee vs. Deposit Comparison

Presented by The City of Cayce, SC



Fee vs. Deposit

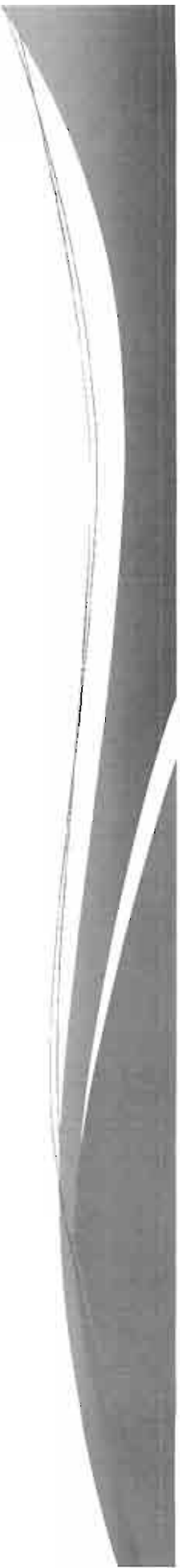
(Based on 75 providers sampled)





FEE VS. DEPOSIT (PERCENTAGE to TOTAL SAMPLED)

| FEE | DEPOSIT | BOTH |
|------------|----------------|-------------|
| 78% | 62% | 39% |



AVERAGE FEE VS. DEPOSIT (based on 75 providers sampled)

AVERAGE FEE = \$40.00

AVERAGE DEPOSIT = \$91.00

RANGE of FEES in DOLLARS

| INSIDE CITY | OUTSIDE CITY | RENT | OWN |
|-------------|--------------|------------|-----------|
| \$20-\$85 | \$35-\$135 | \$75-\$100 | \$30-\$50 |

(NOTE: Only 3 of 75 sampled had different fees for RENT vs OWN)

CITY of CAYCE ACCOUNTS with BALANCE DUE after DEPOSIT APPLIED

| ACCOUNTS (Total # w/ a balance due after deposit applied) | BALANCE DUE (After deposit applied) | DEPOSIT APPLIED (In dollars) | AVERAGE BALANCE DUE (In dollars) | AVERAGE DEPOSIT APPLIED |
|---|--|------------------------------------|---|-------------------------------|
| 866 | \$88,112 | \$48,640 | \$101.75 | \$56.17 |

08/01/2008-07/31/2011

| ACCOUNTS (Total # w/ a balance due after deposit applied) | BALANCE DUE (After deposit applied) | DEPOSIT APPLIED (In dollars) | AVERAGE BALANCE DUE (In dollars) | AVERAGE DEPOSIT APPLIED |
|---|--|------------------------------------|---|-------------------------------|
| 355 | 65,221 | 16,790 | \$215.97 | \$57.23 |

08/01/2011-07/31/2012

(These figures are before all Debt Set-Off has been applied, so they will be lower after tax season)

BROKEN DOWN by FISCAL YEAR

| ACCOUNTS (Total # w/ a balance due after deposit applied) | BALANCE DUE (After deposit applied) | DEPOSIT APPLIED (In dollars) | AVERAGE BALANCE DUE (In dollars) | AVERAGE DEPOSIT APPLIED |
|---|--|------------------------------------|---|-------------------------------|
| 221 | \$19,994 | \$11,924 | \$90.47 | \$53.96 |

08/01/2008-07/31/2009

| ACCOUNTS (Total # w/ a balance due after deposit applied) | BALANCE DUE (After deposit applied) | DEPOSIT APPLIED (In dollars) | AVERAGE BALANCE DUE (In dollars) | AVERAGE DEPOSIT APPLIED |
|---|--|------------------------------------|---|-------------------------------|
| 292 | \$27,960 | \$16,400 | \$95.76 | \$56.17 |

08/01/2009-07/31/2010

| ACCOUNTS (Total # w/ a balance due after deposit applied) | BALANCE DUE (After deposit applied) | DEPOSIT APPLIED (In dollars) | AVERAGE BALANCE DUE (In dollars) | AVERAGE DEPOSIT APPLIED |
|---|--|------------------------------------|---|-------------------------------|
| 355 | \$40,160 | \$20,316 | \$113.13 | \$57.23 |

08/01/2010-07/31/2011

CURRENT CITY of CAYCE DEPOSIT RANGE

| INSIDE CITY - OWN | INSIDE CITY-RENT | OUTSIDE CITY-OWN | OUTSIDE CITY-RENT |
|-------------------|------------------|------------------|-------------------|
| \$35.00 | \$50.00 | \$50.00 | \$75.00 |

CURRENT CITY of CAYCE DEPOSIT AVERAGE

\$53.00

*** AMOUNT of FEE NEEDED to COVER BALANCE DUE BASED on 2008-2011 #s**

\$101.75

CURRENT AMOUNT SPENT ON POSTAGE TO MAIL DEPOSIT REFUNDS

\$425.00

*Including 2012, the amount needed to cover balance due is \$159.86. However, this amount will go down on a weekly basis.



The following is taken from the **Bill of Rights for Residential Customers of Regulated Wastewater Utilities**. (Reference: South Carolina Office of Regulatory staff)

3. If you are required to make a cash deposit, the maximum amount cannot exceed an amount equal to an estimated two (2) months (60 days) billing for a new customer, or an amount equal to the total actual bills of the 2 highest consecutive months based on your billing history of the preceding 12 months, or portion of the year if the service is on a seasonal basis. If you make a cash deposit with the utility, ***you have the right to have your deposit refunded any time you discontinue service, less*** any unpaid balance. ***You have the right to a refund of your deposit plus interest (which begins to*** accrue, at a rate prescribed by the Public Service Commission, after your deposit has been held by the utility for six (6) months) after two years unless you have had two consecutive 30-day arrears or more than two non-consecutive 30-day arrears, or your service has been terminated for nonpayment, or you discontinued service with the utility and left an unpaid balance.

PROPOSED SETUP FEE

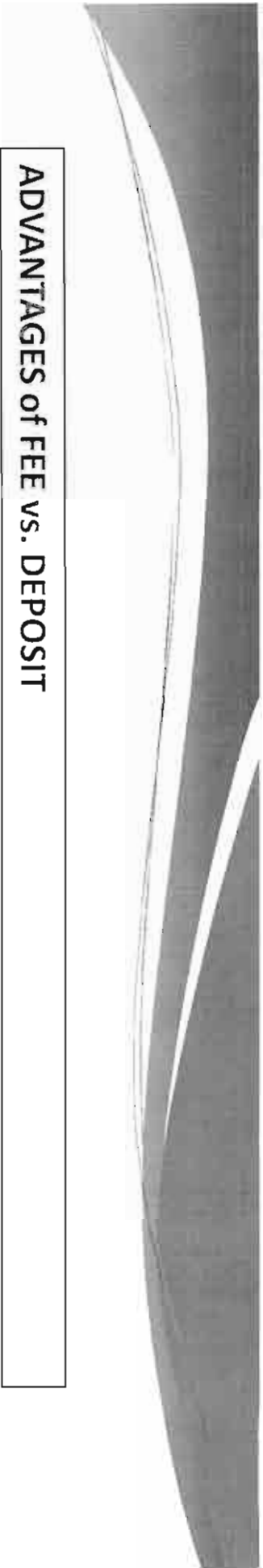
| INSIDE CITY | OUTSIDE CITY |
|-------------|--------------|
| \$50.00 | \$75.00 |

BOTTOM LINE

| # of new Accounts per Year | Average Deposit | FEE REVENUE |
|----------------------------|-----------------|-------------|
| 1680 | \$62.50 | \$105,000 |

TOTAL AMOUNT of DEPOSITS on RECORD (Will be applied to customer's account)

| Deposits in Dollars |
|---------------------|
| \$428,610.20 |



ADVANTAGES of FEE vs. DEPOSIT

- Current customers will have their deposits applied to their account
- Deposits will no longer be a liability
- Setup fee is applied up front instead of a deposit being applied in arrears
- Less complicated administratively
- Less time consuming/More efficient
- More accountability for work performed administratively and in the field
- The City of Cayce will be more in line with other water/sewer providers
- \$428,610.20 liability will be off the books
- 105,000 budgeted in Revenue



Opportunities

- No cushion for balance due on the back end
(solution: discussed in previous slide- collected up front as revenue)
- Landlords/Apartment owners could be disproportionately affected
(solution: many providers charge a lower fee for landlords ex. \$20.00)
- Time/labor to clear deposits from the system
(solution: overtime to clear these deposits in the system)

References Used in this Sample

Billing Organization

Joint Municipal Water & Sewer
West Columbia Water & Sewer
City of Columbia
Town of Lexington
City of Manning
City of Clemson
Abbeville
Clinton
Camden
Easley
Goose Creek
Summerville Commissioners of Public Works
City of Rock Hill
City of Anderson
Charleston Water System
Greenwood CPW
Greer CPW
Town of Hampton
City of Hartsville
Mount Pleasant Waterworks
City of Newberry
North Charleston Sewer
Town of Pendleton
City of Pickens
City of Aiken
City of Bamberg
City of Barnwell
Belton Water Authority
Honea Path Water Authority
Beaufort and Jasper Water & Sewer Authority
Berkeley County
Bishopville
Darlington County Water & Sewer Authority
Big Creek Water Dist
Brunson
Central
Clover
Stuckey

Billing Organization

Seabrook Island
Dillon
Edisto Beach
Lugoff-Elgin Water Authority
Elloree
Florence, City of
Folly Beach
Fort Mill
Gaffney
Georgetown County
Gilbert
Goose Creek
Grand Strand Water & Sewer
Hammond Water Dist
Inman-Campobello Water Dist.
Isle of Palms Water & Sewer Commission
Jackson
Hilton Head
Jefferson
Johnston
Laurens
McCormick
Myrtle Beach
Newberry Co. Water & Sewer
North
Powdersville Water Dist
Sellers
Seneca
Simpsonville
St Matthews
Startex-Jackson-Wellford-Duncan
Sullivan's Island
Surfside Beach
Tega Cay
Turbeville
Union
Dorchester County
Fairfax Water

**MINUTES OF EVENTS COMMITTEE
CITY OF CAYCE
January 10, 2013**

Present: Dr. Pete Cassidy, Mendy Corder (City Representative), Danny Creamer, Kirsten Davis (City Representative), James Denny (City Representative), Julie Isom, Ellen Mancke, Cindy Pedersen, Rachel Scurry, and Jay Thompson

Absent, Excused: Brenda Cole and Frankie Newman

Chairperson Julie Isom called the meeting to order. The minutes of the November 5, 2012, meeting were reviewed and approved as written.

With a motion by Dr. Cassidy and a second by Ms. Pedersen, the 2012 officers were re-elected by acclamation as the 2013 officers. President: Julie Isom; Vice-President: Danny Creamer; and Secretary: Rachel Scurry.

CONGAREE BLUEGRASS FESTIVAL

Ms. Davis organized the comments, concerns, and suggestions of the October 5, 2012, meeting by major topic. A copy is attached to these minutes.

The Committee discussed the following topics: (1) Stage/Bands, (2) Logistics, (3) Port-a-johns, and (4) Coolers.

Stage/Bands

- Jam Sessions
 - Set-up jam sessions near the homestead house or museum.
 - Advertise jam sessions.
 - Representatives from the bands might volunteer to assist with jam.
 - Including well-known musicians may liven up the sessions.
 - Schedule the volunteer musicians at specific times.
- Band Competitions
 - Set-up band competitions near the caboose.
 - Establish criteria for bands to participate in the band competition.
 - Limit participation to six to eight groups.
 - Each group performs two songs.
 - Determine amount of small monetary prize.
- Other Participating Groups
 - Interest in cloggers participating
 - Children bring parents and grandparents
 - Interest in square dancers participating
 - Contact “The Yellow Rock” participants

Logistics

- Be certain stage is set at proper location. Mr. Creamer and Mr. Denny will coordinate.
- Sound check by 10:15 a.m.
- Ms. Corder will check-on renting a canopy, mister, or protection systems for attendees and information tent volunteers.
- Mr. Denny will check with Mr. Bachman concerning logs and planks for building benches.

Port-a-johns

- Ms. Corder will check-on renting hand washing stations.
- Plan to locate additional port-a-johns nearer to the children's area.

Coolers

- Persons with medical concerns may be admitted with personal coolers.

Ms. Davis has received several inquiries by bands that may participate in the 2013 event. She is forwarding that information to Mr. Creamer for his review.

Ms. Corder has received vendor inquiries. Mr. Thompson suggested that potential vendors submit the menus along with pricing. The Committee will review the submissions and select vendors based on pricing and other criteria.

CHRISTMAS IN CAYCE

Ms. Corder informed the Committee that sponsorships in the amount \$4600 were received. A total of \$12,800 was dispersed and the remaining balance is \$5900.

Mr. Denny researched and coordinated the purchase of the AM transmitter, mike, and amp for approximately \$525. It is ready for the 2013 events. The music loops on a three or four minute cycle.

Carols Along the Riverwalk

- Mr. Creamer suggested changing the times to 6:30 p.m. until 8:00 p.m. Ms. Mancke mentioned that we had moved the start time to 6 p.m. because we had early arrivals at the 2011 event.
- For the luminaries, we need to purchase thinner bags.
- For the children, we need to provide juice instead of hot cider.
- The Garden Club generously provided the cookies.
- Mr. Thompson's cooker heated the cider quickly and safely.
- Overall, the event was successful. The number and mix of participants was good.
- Ms. Scurry requested that Ms. Corder and Ms. Davis send thank you notes on behalf of the Committee to the performers and the Garden Club.
- Ms. Scurry thanked the Committee for their hard work in making the event successful.

Christmas Traditions/Cayce Historical Museum's Open House/War Between the States Lantern Tours went well.

The music for the **Lights of Cayce** carried into the Avenues a little too much.

Ms. Corder will contact Dr. Rudy Mancke concerning the date for the Spring Guided Nature Tours.

Ms. Corder will contact West Metro Chamber to confirm the date for the 2013 West Metro Parade.

Dr. Cassidy mentioned that the Accommodation Tax requests would be discussed in April or May.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Rachel R. Scurry, Secretary

Cayce Historical Museum Complex Commission Meeting – February 5, 2013

Members present: Mary Sharpe, Ann Diamond, Cindy Peake, Marion Hutson, AG Dantzler, Archie Moore, and Alice Brooks Executive Director: Leo Redmond

Members absent: Scott Morgan (excused), Lynn Summer (excused)

- Commission Chairperson Sharpe called the meeting to order,
- Commissioner Dantzler offered the invocation.
- Commissioner Diamond moved that the minutes from the January 8th meeting be approved. Commissioner Hutson seconded and the vote was unanimous.
- Chairperson Sharpe began the meeting with another brief discussion of 2012's Christmas Traditions.
 - Several Commissioners have received comments and questions about the Caboose; e.g., why it wasn't being used anymore.
 - Director Redmond said it had been staffed for years, with little to no visitor attendance. The caboose has been used as part of the Lantern Tours program for several years, making it impractical to be open to the public.
 - The 2013 theme will be "Christmas Past, Present and Future," so should lend itself nicely to many interpretations. Commissioners are encouraged to continue their suggestions.
 - Commission Chair Sharpe expressed her thanks, once again, to her fellow Commissioners, docents and volunteers for their hard work on this project.
- Director Redmond began his report with an update of Museum activity. January and February are normally very slow months, but this year seems to be an exception, with many tours and presentations scheduled.
 - The most recent presentation, for instance, was February 4 (a Monday and normally the staff's day off), at Boiling Springs United Methodist Church. One of the attendees (a lovely woman, 93 years young) had played in the *original* Cayce House as a child. She grew up with the Ellisor family and had many memories to share.
 - Commissioners urged Director Redmond to continue his meetings with SCANA officials about a possible move or at least a presence at the proposed History Park. SCANA wants this to happen, but Commissioners feel we need more details. Several Commissioners, including Moore, Hutson, and Brooks, expressed much interest and that Director Redmond should continue in trying to get as much information as possible so that the Commission can make an informed decision.

- Commissioner Moore brought up the historic graveyard/Quarry issue that had been discussed on and off since last fall.
 - At the urging of many in the community, Museum staff, Commissioners, and other interested Cayce historians have attempted to work with Quarry officials to gain access to historic gravesites that are now surrounded by Quarry property.
 - As it stands, the current offer from the Quarry is that “up to four” visits to the gravesites may be made annually. This is deemed unacceptable by all, especially family members of people buried there – many of whom live out of town.
 - Commissioner Moore also pointed out that only as many as 20-30 gravesites actually remain marked. This does not match up with the official list of persons interred there. Sadly, this points to historic gravesites being destroyed by erosion and other causes.
 - Much discussion ensued, including not only ethical and moral concerns, but the question as to whether it is even legal to block access to a known graveyard.
 - Moore reported that Council will likely approve the sale of three properties (including the site currently housing the police substation) to the Quarry. This particular property was deeded to the City by the late Kelley Jones of Riverland Park for the betterment of the City. Moore further reported that Quarry officials had promised to “put something special on this site” should the sale go forward.
 - Commissioners instructed Moore and Redmond to continue investigating the details of the Quarry/historic graveyard situation and to pursue this further.
 - Director Redmond recommended, and Commissioners agreed, that this activity be continued under the auspices of the Saxe Gotha Historical Society.
- New Business:
 - Commissioner Moore reported on his work with Archives and History. They are working to get Old State Road listed on the National Register. This will protect it in the future.
 - Director Redmond reported that Commissioners Sharpe and Morgan are up for new terms. Commissioners have expressed their consent for these Commissioners to continue with their work and the proper paperwork will be submitted to the City later this month.
- Commissioners were urged to continue their positive work and commitment to the Historical Museum Complex as well as their suggestions and visions for a strengthened Saxe Gotha Historical Foundation, which will be discussed in greater detail at future meetings.

Commissioner Hutson said he would talk to Rudy Mancke about an earlier idea to name the trails behind the museum “The Rudy Mancke Nature Trail” which all the Commission expressed they thought this was a good idea.

Several members also asked about the project of photographing the present Commissioners so that their photographs could be displayed in the Conference Room, as earlier planned.

With no further agenda items to discuss, Commissioner Hutson moved to adjourn, seconded by Commissioner Peake.

Respectfully submitted:

Alice Brooks, Commission Secretary

CC: Museum Commission Chair Mary Love Sharpe and Museum Complex Commissioners
Leo Redmond, Museum Complex Director
City of Cayce Mayor and City Council Members
City of Cayce Manager and other officials as required



**City of Cayce
South Carolina**

**APPROVED MINUTES
PLANNING COMMISSION
Monday February 25, 2013
City of Cayce Council Chambers
6:30 p.m.**

I. CALL TO ORDER

Chair Ed Fuson called the meeting to order at 6:30 p.m. Members present were B. Kelly, R. Power, L. Mitchell, J. Raley, E. Fuson, C. Kueny. Mr. B. Broehm was absent unexcused. Staff present was Shaun Greenwood, Teddy Luckadoo, Monique Ocean and Michelle Paulchel.

II. APPROVAL OF MINUTES

Mr. Kueny made a motion to approve the minutes from the January 28, 2013, meeting to include a change to reflect that Mr. Raley was absent. Mr. Powers seconded the motion. The vote passed unanimously.

III. STATEMENT OF NOTIFICATION

Chair Ed Fuson asked if the public and media had been duly notified of the meeting. Michelle Paulchel stated everyone had been notified.

IV. OTHER BUSINESS

Monique Ocean discussed possible changes to the conditions in the zoning ordinance pertaining to wireless communication towers. She presented information to the Board comparing Cayce's present conditional use requirements to other municipalities. Monique Ocean further explained that Cayce's conditions for wireless communication

towers were very strict compared to other municipalities. She mentioned that the revised conditions would not be as strict but would also protect aesthetics of the city. The Board discussed the proposed changes to the zoning ordinance and asked questions. The Board mentioned that areas of concern to them would be residential areas and the D-1 zoning district. The Board asked that staff look into requiring wireless communication towers to be permitted in the D-1 zoning district only as a special exception. Mr. Kelly requested that staff look into assigning overlay districts for communication towers. The discussion ended with the Board stating they would like to see their proposed changes to the draft ordinance and discussion will be continued at the next meeting.

A motion was made by Mr. Raley to appoint Michelle Paulchel as secretary. Mr. Powers seconded the motion. The vote passed unanimously.

A motion was made by Mr. Raley to appoint Mr. Powers as Vice Chairman. Mr. Kueny seconded the motion. The vote passed unanimously.

A motion was made by Mr. Kelly to appoint Mr. Fuson as Chair. Mr. Kueny seconded the motion. The vote passed unanimously.

A motion was made by Mr. Kueny to approve the 2013 Meeting Schedule. Mr. Raley seconded the motion. The vote passed unanimously.

V. ADJOURNMENT

Mr. Kueny made a motion to adjourn. Mr. Raley seconded the motion. All were in favor.



**City of Cayce
South Carolina**

**APPROVED MINUTES
Board of Zoning Appeals
Monday February 25, 2013
City of Cayce Council Chambers
6:00 p.m.**

I. CALL TO ORDER

Vice Chairman David Murray called the meeting to order at 6:04 p.m. Board members present were Robert McLeod and Robert McArver. Frank Dickerson was absent-excused. Leo Dryer was absent-unexcused. Staff present was Shaun Greenwood, Teddy Luckadoo, Monique Ocean and Michelle Paulchel.

II. APPROVAL OF MINUTES

A motion was made by Mr. McArver to approve the December 17, 2012, minutes as written. Mr. McLeod seconded the motion and it passed unanimously.

III. OPEN PUBLIC HEARING VA001-13

Vice Chairman Murray explained the process of the public hearing. Vice Chairman Murray opened the public hearing: A request by Red Lobster (1270 Knox Abbott Drive) to be granted a variance to exceed the maximum number of permitted wall signs.

Mr. Murray confirmed that the public had been duly notified.

Mr. Michael Grabarek began by stating he is with Site Enhancement Services (SES) located in South Bend, Indiana and is here on behalf of Red Lobster. Mr. Grabarek went on to state Red Lobster is undergoing a national reimagining and this includes remodeling buildings and updating signs of all Red Lobsters. As part of the sign update, Red Lobster is requesting approval of an 18 sq. ft. lobster logo to be attached to the front of the building. Mr. Grabarek went on to further explain that Red Lobster has obtained permits

from the City of Cayce for two wall signs and one free standing sign. Mr. Grabarek then explained that he proposes to add a third wall sign (the lobster logo) for a total of 245 sq. feet for the site. Mr. Grabarek explained that installing the lobster logo would increase visibility of the restaurant to people travelling the corridor. Mr. Greenwood pointed out to the board that the variance application had been modified by the applicant. He mentioned that the lobster logo is now at the highest point of elevation and not the front of the canopy, as originally submitted to the Planning and Development Department. Mr. McLeod asked when construction would begin, if the variance was approved. Mr. Grabarek replied construction would begin within two to three weeks.

No one was in attendance to oppose the variance request.

Mr. Murray closed the public hearing. Mr. McArver made a motion to grant the variance. Mr. McLeod seconded the motion, which passed unanimously.

IV. OTHER BUSINESS

A motion was made by Mr. McLeod to recommend, to Council, to reappoint Mr. McArver as a member of the board. The motion was seconded by Mr. Murray and unanimously approved.

V. ADJOURNMENT

Mr. McLeod made a motion to adjourn. Mr. McArver seconded the motion and all were in favor.

**City of Cayce
Committee Appointments/Reappointments
April 2, 2013**

All open positions will be advertised on the City's website and Facebook page.

BEAUTIFICATION FOUNDATION – ONE (1) POSITION

Ms. Therese Griffin's term expired in April. She would like to serve again and the Foundation has recommended her for reappointment. Her reappointment application is attached for Council's review.

MUSEUM COMMISSION – ONE (1) POSITION

Ms. Mary Sharpe's term expired in February. She would like to serve again and the Commission has recommended her for reappointment. Her reappointment application is attached for Council's review.

FOUNDATIONS

In accordance with the bylaws for both the Beautification Foundation and the Public Safety Foundation, Sec. 3.4(c)(2), Council Members are to be elected to serve each January.

Beautification Foundation

Mayor Elise Partin and Council Member Tim James are currently serving on the Beautification Foundation Board.

Public Safety Foundation

Council Member Skip Jenkins is currently serving as Mayor Pro-Tem on the Public Safety Foundation and former Council Member Jumper was serving as a Board Member.

NO COUNCIL ACTION REQUIRED

The following positions have been postponed by Council until receipt of potential member applications.

ACCOMMODATIONS TAX COMMITTEE – ONE (1) POSITION

Ms. Cherelle Davis is no longer employed with the Country Inn & Suites. This position must be filled by someone from the motel industry in Cayce. The staff liaison is currently speaking with motel managers regarding this position.

BEAUTIFICATION BOARD – TWO (2) POSITIONS

Ms. Ashley Batson and Ms. Morgan Gauthreaux have advised that they will no longer be able to serve on the Board. There are no recommendations at this time.

BOARD OF ZONING APPEALS – ONE (1) POSITION

Mr. David Murray recently resigned from the Board of Zoning Appeals. There is no recommendation at this time.

CAYCE HOUSING AUTHORITY – ONE (1) POSITION

Mr. Xen Motsinger's term expired August, 2012 and he has resigned from the Authority. There is no recommendation at this time.

CAYCE MUNICIPAL ELECTION COMMISSION – ONE (1) POSITION

One open position remains and there is no recommendation at this time.

CONSOLIDATED BOARD OF APPEALS – ONE (1) POSITION

Mr. Ron Lawson's term has expired. We have been unable to reach Mr. Lawson by phone. A letter has been sent to Mr. Lawson to inquire about his interest in serving on this Board. No response to the City's letter has been received.

PUBLIC SAFETY FOUNDATION – FOUR (4) POSITIONS

Mr. Pound's and Ms. Spires' terms have expired and Council has already postponed these two positions. In checking with all the members of the foundation, Mr. Brice Corbitt has advised he will be unable to serve. In addition, Ms. Kay Hutchinson has resigned due to the fact that she is now an employee of the city.

In summary, we have the following open positions:

District 1 – one position

District 3 – two positions

Mayor – one position

Mayor and Council Members in these districts will need to submit potential members for Council review and approval.